

S E C R E T

4 MAY 1961

MEMORANDUM FOR:

THROUGH :

TO :

SUBJECT :

REFERENCE :

ACTION REQUIRED: Immediate Settlement of the Delinquent Portion of Your Advance Account.

1. Attached is a statement of your advance account as of [redacted]. It indicates that all or a part of your advance account is over 60 days delinquent.

2. Pursuant to the provisions of [redacted] you are advised that, unless arrangements are made by you to liquidate the delinquencies in your advance account within 30 days from the date of this notice, action will be taken to recover the delinquent portion of your advance account by salary deductions. Deductions shall not be in excess of two-thirds of the salary payable, unless a greater deduction is required to settle the indebtedness within one year. In each instance where advances are liquidated by salary deductions, a report is made to the Deputy Director Support and to the Inspector General for consideration of possible action relative to the misuse of Government funds.

3. It is requested that you take immediate steps to liquidate the delinquent portion of your advance account so that it will be unnecessary to effect recovery by salary deductions. If you have any questions regarding your account, you should contact one of the following:

- a. The Administrative Officer of your division.
- b. Accounts Receivable Unit, Accounts Branch, Finance Division
Room 2400, Wing D, Alcott Hall
Extension [redacted]

4. If an account and/or a refund has already been submitted, please advise the unit indicated in paragraph 3b above of the action taken and when it occurred.

Attachment:
Statement of Account

Distribution:

- Orig. and 1 - Addressee w/attachment
 1 - Chief, Finance Division w/o att.
 1 - Accounts Br. w/o att.
 1 - Accts. Rec. Unit/w/o att.

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